

Custodial, Labor and Trades Branch
Maintenance and Plant Operation Group
Water Series

**E.P.W.U. WATER PLANT ASSISTANT
SUPERINTENDENT**
4/99 (SAC)

Summary

Under general supervision, supervise and coordinate activities of personnel engaged in the maintenance and operation of a water treatment plant.

Typical Duties

Direct and coordinate plant operations in accordance with Federal and State requirements and departmental procedures. Involves: inspecting plant and monitoring all stages of water treatment process; taking appropriate action to correct equipment and treatment deficiencies; responding to emergencies and determining remedial action; monitoring water samples data, analyzing laboratory results and instrument readings and making required adjustments; regulating dosages of chemicals applied to water during treatment; checking water for turbidity, odors, alkalinity, chlorine residual and other requirements to assure compliance with water quality regulations.

Plan, direct and coordinate installation, maintenance and repair of water treatment equipment. Involves: monitoring plant equipment to identify malfunctions; recommending the repair or replacement of components and equipment; overseeing repair of pumps, motors, aeration systems, chlorinators, chlorine dioxide generators, multiple chemical feeders or similar mechanical equipment; checking completed work to assure proper repairs and adjustments have been made; inspecting electrical equipment for overloads, shorts, loose connections, and power loss; planning, scheduling and implementing a preventive maintenance program; assuring availability of standby equipment in proper operating condition; preparing required administrative reports.

Supervise assigned personnel. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe working practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants and recommending selection.

Perform other duties as assigned. Involves: substituting for plant superintendent during temporary absences by carrying out specifically delegated duties sufficient to sustain continuity of ordinary operations or services, and similarly substituting for subordinates or coworkers; preparing and maintaining daily and monthly equipment and process logs, power records, chemical and gas consumption and other related records and reports using computers; maintaining inventory and requisitioning supplies.

Minimum Qualifications

Training and Experience: Graduation from high school or G.E.D. and seven (7) years experience in water or wastewater treatment plant operations or maintaining and repairing mechanical equipment, which includes five (5) years in a water treatment plant of which at least two (2) years were at a level comparable to Plant Technician II; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of principles practices and procedures used in operation, maintenance and repair of a water treatment. Considerable knowledge of operation and maintenance of various kinds of equipment used in water treatment including aeration systems, chlorinators, chlorine dioxide generators, multiple chemical feeders; chemicals and compounds used in water treatment processes, including those used in fluoridation, chlorination or other processes; safe work practices and procedures; Federal, State and local rules and regulations governing water treatment plant processes and water quality. Good knowledge of: supervisory practices and procedures; operator certification requirements.

Ability to: plan, layout and complete installation, modification and repairs of water treatment plant equipment; read and interpret technical manuals, blueprints and other documents used to install, adjust and set various meters, gauges, and similar devices; evaluate the operation of a water plant and make recommendations for adjustments; make quick and sound decisions in emergency situations; calculate chemical formulas and estimates of required

labor and materials costs; plan, assign, supervise, train, review and evaluate the work of assigned personnel; enforce and comply with personnel rules and regulations, standards of conduct and work attendance and safe working practices and procedures; express oneself clearly and concisely, both orally and in writing; establish and maintain effective working relationships with fellow employees, officials and general public; maintain records and prepare reports.

Skill in the safe use and care of: common hand tools and instruments to sample and measure water quality.

Physical Requirements: Occasional lifting and carrying of moderately heavy objects (up to 50 pounds); exposure to chemicals or similar solutions; operating a motor vehicle through City traffic and working under all weather conditions.

Special Requirements: Work a rotating shift schedule including weekends and holidays.

License and Certificates: Texas Class "C" Driver's License, Texas "B" Water Certificate of Competency and Pump Installer's License by time of appointment.

Director of Personnel

Department Head

OFFICIAL